












# Editing Documents

## Objectives

-  ► Open a document
-  ► Select text
-  ► Cut and paste text
-  ► Copy and paste text
-  ► Use the Office Clipboard
-  ► Use the Spelling and Grammar checker and the Thesaurus
-  ► Find and Replace text
-  ► Use wizards and templates


Word's sophisticated editing features make it easy to revise and polish your documents. In this unit, you learn how to open an existing file, revise it by replacing, copying, and moving text, and then save the document as a new file. You also learn to perfect your documents using Word's proofing tools, and to quickly create attractive, professionally designed documents using wizards and templates.  Alice Wegman needs to create a press release about a new MediaLoft lecture series in New York. The press release should provide information about the series so that newspapers, radio stations, and other media outlets can announce it to the public. Alice also needs to create a fax coversheet to use when she faxes the press release to her list of press contacts. You will work with Alice as she creates these documents.





## Word 2002

# Opening a Document


Sometimes the easiest way to create a document is to edit an existing document and save it with a new filename. To modify a document, you must first **open** it so that it displays in the document window. Word offers several methods for opening documents, described in Table B-1. Once you have opened a file, you can use the Save As command to create a new file that is a copy of the original. You can then edit the new file without making changes to the original.  Rather than write her press release from scratch, Alice decides to modify a press release written for a similar event. She begins by opening the press release document and saving it with a new filename.

## Steps 1234

### Trouble?

If the New Document task pane is not open, click File on the menu bar, then click New.

### QuickTip

You also can use the Open button  on the Standard toolbar or the Open command on the File menu to open the Open dialog box.

### QuickTip

You also can double-click a filename in the Open dialog box to open the file.

### 1. Start Word

Word opens and a blank document and the New Document task pane appear in the program window, as shown in Figure B-1. The New Document task pane contains links for opening existing documents and for creating new documents.

### 2. Click the Documents or More Documents hyperlink under Open a document in the New Document task pane

The Open dialog box opens. You use the Open dialog box to locate and select the file you want to open. The Look in list box displays the current drive or folder.

### 3. Click the Look in list arrow, then click the drive containing your Project Files

A list of Project Files appears in the Open dialog box, as shown in Figure B-2. If your Project Files are located in a folder, double-click the folder to display its contents.

### 4. Click the filename WD B-1 in the Open dialog box, then click Open

The document opens. Notice that the filename WD B-1 appears in the title bar. Once you have opened a file, you can edit it and use the Save or the Save As command to save your changes. You use the **Save** command when you want to save the changes you make to a file, overwriting the file that is stored on a disk. You use the **Save As** command when you want to create a new file with a different filename, leaving the original file intact.

### 5. Click File on the menu bar, then click Save As

The Save As dialog box opens. By saving a file with a new filename, you create a document that is identical to the original document. The original filename is selected (highlighted) in the File name text box. Any text you type will replace the selected text.

### 6. Type NY Press Release in the File name text box, then click Save

The original file closes and the NY Press Release file is displayed in the document window. Notice the new filename in the title bar. You can now make changes to the press release file without affecting the original file.

TABLE B-1: Methods for opening documents


use	to	if you want to
The Open button  on the Standard toolbar, Open command on the File menu, or [Ctrl][O]	Open the Open dialog box	Open an existing file; a fast way to open a document when the New Document task pane is not displayed
The Documents or More Documents hyperlink in the New Document task pane	Open the Open dialog box	Open an existing file; a fast way to open a document when the New Document task pane is displayed
A filename hyperlink in the New Document task pane	Open the file in the document window	Open the file; a fast way to open a file that was recently opened on your computer
The Choose a document hyperlink in the New Document task pane	Open the New From Existing Document dialog box	Create a copy of an existing file; a fast way to open a document you intend to save with a new filename

FIGURE B-1: New Document task pane

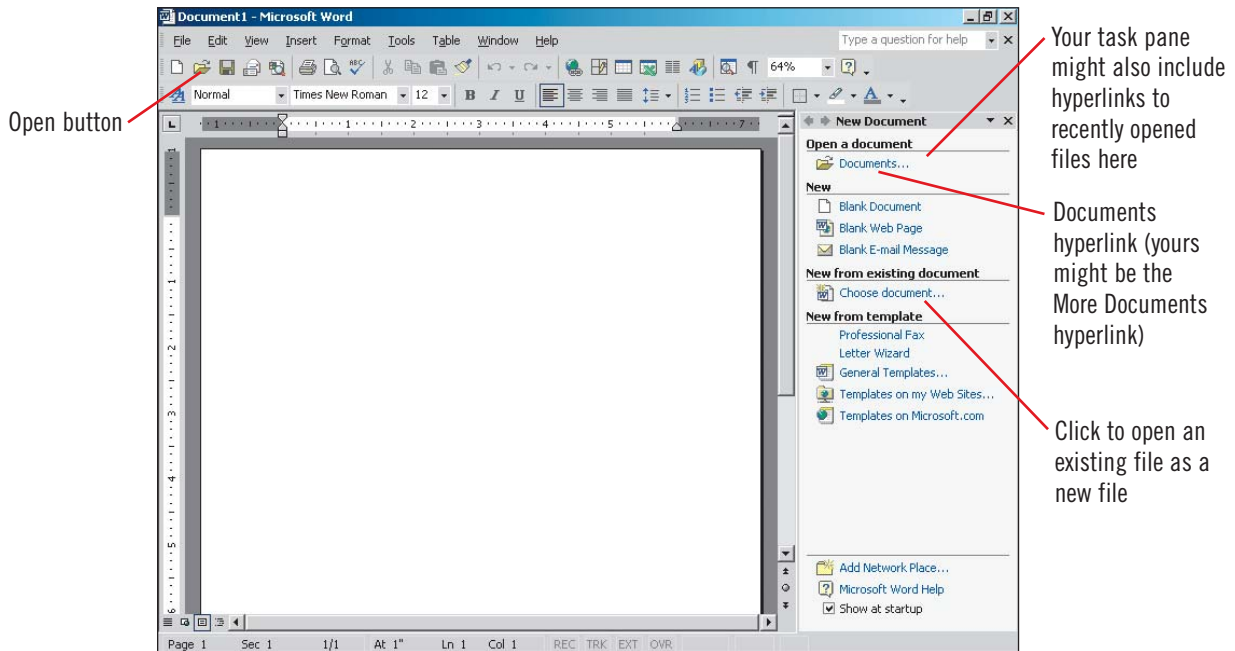
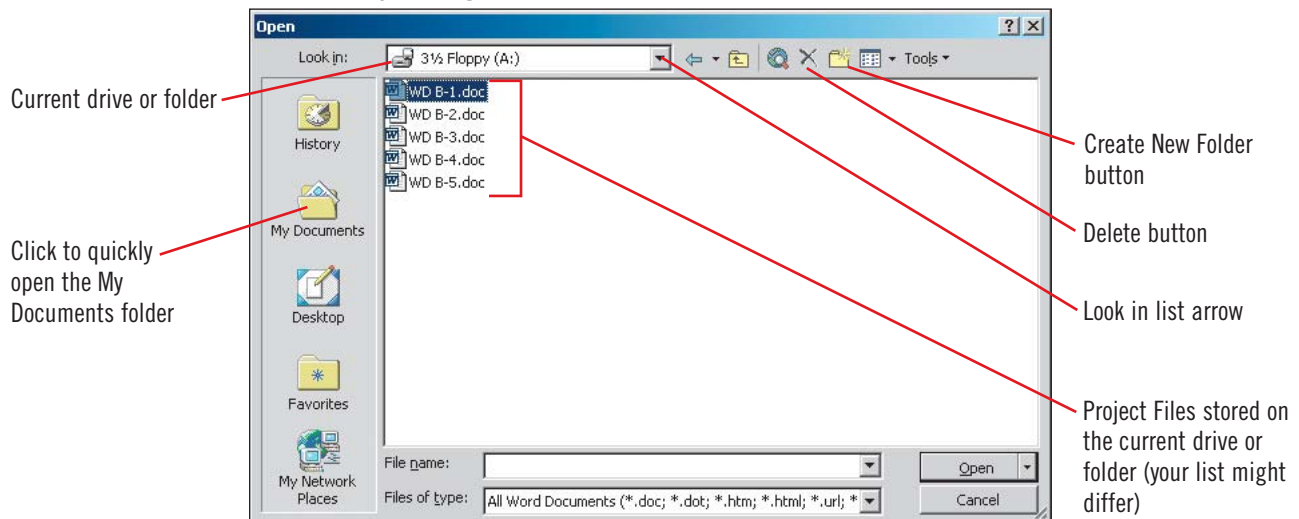




FIGURE B-2: Open dialog box



## Managing files and folders

The Open and Save As dialog boxes include powerful tools for navigating, creating, and deleting files and folders on your computer, a network, or the Web. By selecting a file or folder and clicking the Delete button , you can delete the item and send it to the Recycle Bin. You can also create a new folder for storing files by clicking the Create New Folder button  and typing a name for the folder. The new folder is created in the current folder.


Using the Save As dialog box, you can also create new files that are based on existing files. You can

create a new file by saving an existing file with a different filename or by saving it in a different location on your system. You also can save a file in a different file format so that it can be opened in a different software program. To save a file in a different format, click the Files of type list arrow, then click the type of file you want to create. For example, you can save a Word document (which has a .doc file extension) as a plain text file (.txt), as a Web page file (.htm), or in a variety of other file formats.



## Word 2002


# Selecting Text

Before deleting, editing, or formatting text, you must **select** the text. Selecting text involves clicking and dragging the I-beam pointer across text to highlight it. You also can click with the I-beam pointer in the blank area to the left of text to select lines or paragraphs. Table B-2 describes the many ways to select text.  Alice revises the press release by selecting text and replacing it with new text.


## Steps 1 2 3 4

### Trouble?

If you make a mistake, you can deselect the text by clicking anywhere in the document window.

1. Click before **December 9, 2002** and drag the I-beam pointer over the text to select it  
The date is selected, as shown in Figure B-3.
2. Type **January 13, 2003**  
The text you type replaces the selected text.
3. Double-click **James**, type your first name, double-click **Callaghan**, then type your last name  
Double-clicking a word selects the entire word.
4. Place the pointer in the margin to the left of the phone number so that the pointer changes to , click to select the phone number, then type **(415) 555-8293**  
Clicking to the left of a line of text with the I-beam pointer selects the entire line.
5. Click the **down scroll arrow** at the bottom of the vertical scroll bar until the headline **Guy Fogg to Speak ...** is at the top of your document window  
The scroll arrows or scroll bars allow you to **scroll** through a document. You scroll through a document when you want to display different parts of the document in the document window.
6. Select **SAN FRANCISCO**, then type **NEW YORK**

### QuickTip

If you delete text by mistake, immediately click the Undo button  on the Standard toolbar to restore the deleted text to the document.

7. In the fourth body paragraph, select the sentence **All events will be held at the St. James Hotel.**, then press **[Delete]**  
Selecting text and pressing [Delete] removes the text from the document.
8. Select and replace text in the second and last paragraphs using the following table:

select	type
February 12	<b>March 6</b>
St. James Hotel in downtown San Francisco	<b>Waldorf-Astoria Hotel</b>
National Public Radio's Helen DeSaint	<b>New York Times literary editor Isabel Eliot</b>

The edited press release is shown in Figure B-4.

9. Click the **Save button**  on the Standard toolbar  
Your changes to the press release are saved. Always save before and after editing text.



## Replacing text in Overtyping mode

Normally you must select text before typing to replace the existing characters, but by turning on **Overtyping mode** you can type over existing characters without selecting them first. To turn Overtyping mode on and off on your computer, double-click OVR in the status bar.

On some computers you also can turn Overtyping mode on and off by pressing [Insert]. When Overtyping mode is on, OVR appears in black in the status bar. When Overtyping mode is off, OVR is dimmed.

FIGURE B-3: Date selected in the press release

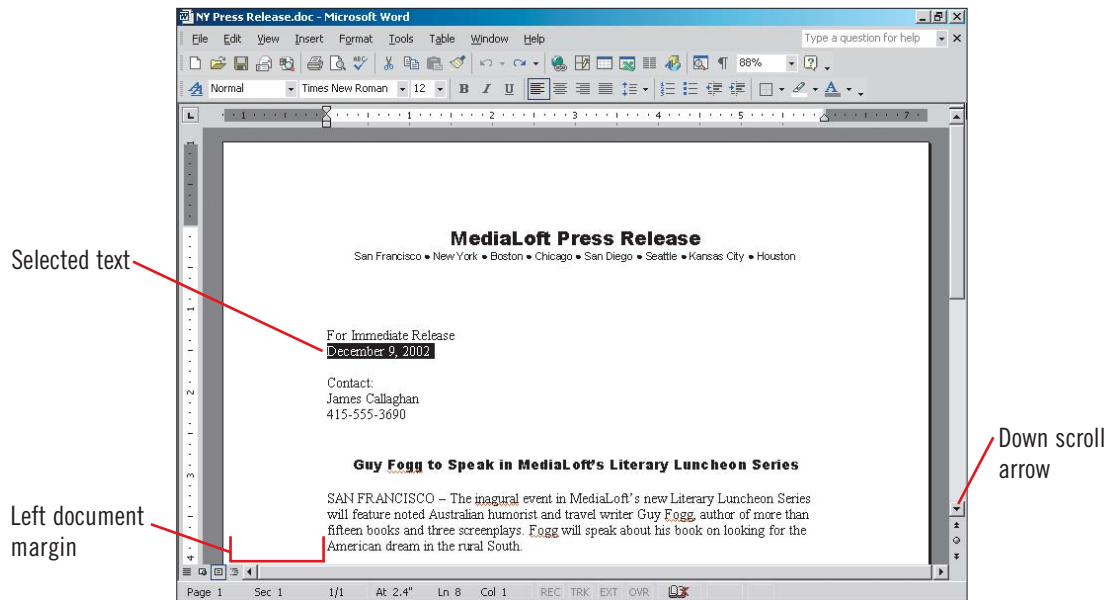


FIGURE B-4: Edited press release

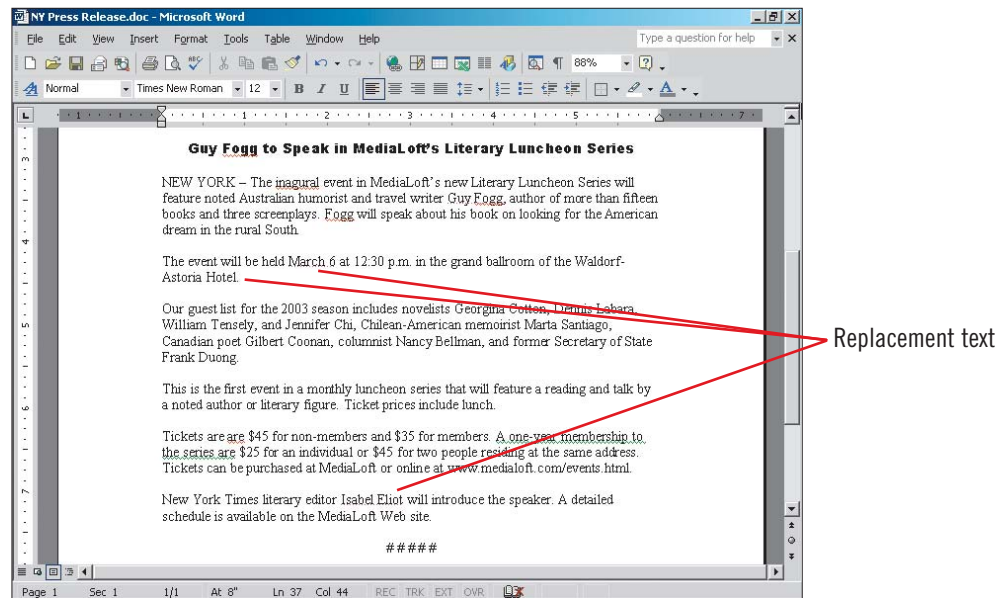






TABLE B-2: Methods for selecting text

to select	use the mouse pointer to
Any amount of text	Drag over the text
A word	Double-click the word
A line of text	Click with the  pointer to the left of the line
A sentence	Press and hold [Ctrl], then click the sentence
A paragraph	Triple-click the paragraph or double-click with the  pointer to the left of the paragraph
A large block of text	Click at the beginning of the selection, press and hold [Shift], then click at the end of the selection
Multiple nonconsecutive selections	Select the first selection, then press and hold [Ctrl] as you select each additional selection
An entire document	Triple-click with the  pointer to the left of any text, click Select All on the Edit menu, or press [Ctrl][A]






# Cutting and Pasting Text

Word's editing features allow you to move text from one location to another in a document. The operation of moving text is often called **cut and paste**. When you cut text from a document, you remove it from the document and add it to the **Clipboard**, a temporary storage area for text and graphics that you cut or copy from a document. You cut text by selecting it and using the Cut button or the Cut command on the Edit menu. To insert the text from the Clipboard into the document, you place the insertion point where you want to insert the text, and then use the Paste button or the Paste command on the Edit menu to paste the text at that location. You also can move text by dragging it to a new location using the mouse.  Alice reorganizes the information in the press release by moving text using the cut and paste and dragging methods.

## Steps 1 2 3 4

1. Click the **Show/Hide ¶ button**  on the Standard toolbar

Formatting marks appear in the document window. **Formatting marks** are special characters that appear on your screen and do not print. Common formatting marks include the paragraph symbol (¶), which shows the end of a paragraph—wherever you press [Enter]; the dot symbol (•), which represents a space—wherever you press [Spacebar]; and the arrow symbol () , which shows the location of a tab stop—wherever you press [Tab]. Working with formatting marks turned on can help you to select, edit, and format text with precision.


### Trouble?

If the Clipboard task pane opens, close it.

2. In the third paragraph, select **Canadian poet Gilbert Coonan**, (including the comma and the space after it), then click the **Cut button**  on the Standard toolbar

The text is removed from the document and placed on the Clipboard. Word uses two different clipboards: the **system Clipboard** (the Clipboard), which holds just one item, and the **Office Clipboard**, which holds up to 24 items. The last item you cut or copy is always added to both clipboards. You'll learn more about the Office Clipboard in a later lesson.


3. Place the insertion point before **novelists** (but after the space) in the first line of the third paragraph, then click the **Paste button**  on the Standard toolbar

The text is pasted at the location of the insertion point, as shown in Figure B-5. The Paste Options button  appears below text when you first paste it in a document. You'll learn more about the Paste Options button in the next lesson. For now, you can ignore it.

4. Press **[Ctrl]**, then click the sentence **Ticket prices include lunch**. in the fourth paragraph  
The entire sentence is selected.

### Trouble?

If you make a mistake, click the Undo button  on the Standard toolbar, then try again.

5. Press and hold the mouse button over the selected text until the pointer changes to , then drag the pointer's vertical line to the end of the fifth paragraph (between the period and the paragraph mark) as shown in Figure B-6

The pointer's vertical line indicates the location the text will be inserted when you release the mouse button.

6. Release the mouse button

The selected text is moved to the location of the insertion point. It's convenient to move text using the dragging method when the locations of origin and destination are both visible on the screen. Text is not removed to the Clipboard when you move it using the dragging method.

7. Deselect the text, then click the **Save button**  on the Standard toolbar

Your changes to the press release are saved.

FIGURE B-5: Moved text with Paste Options button

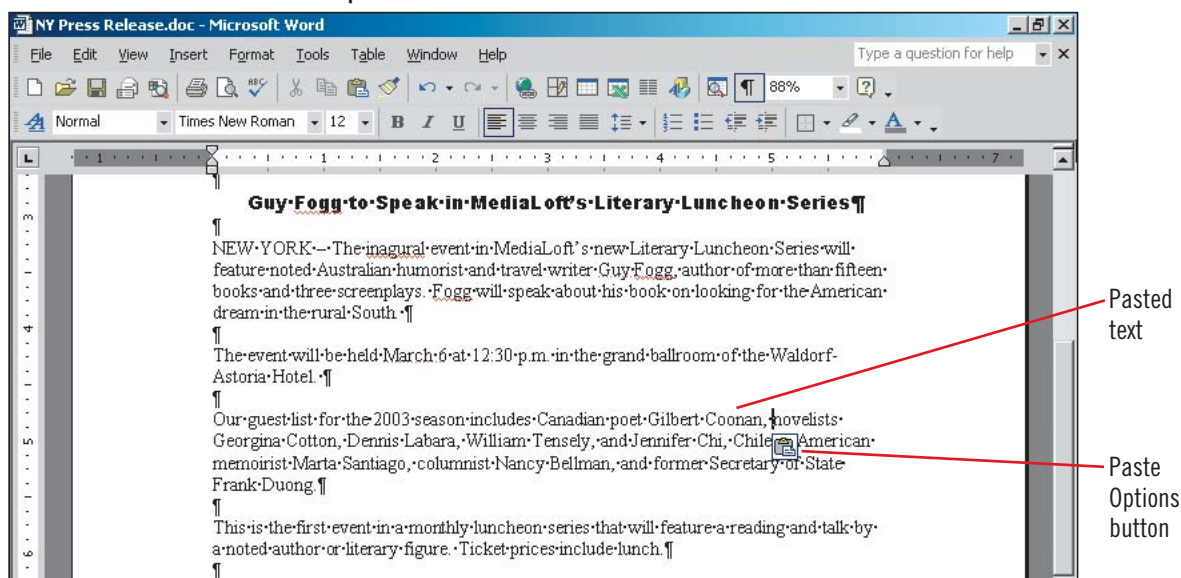
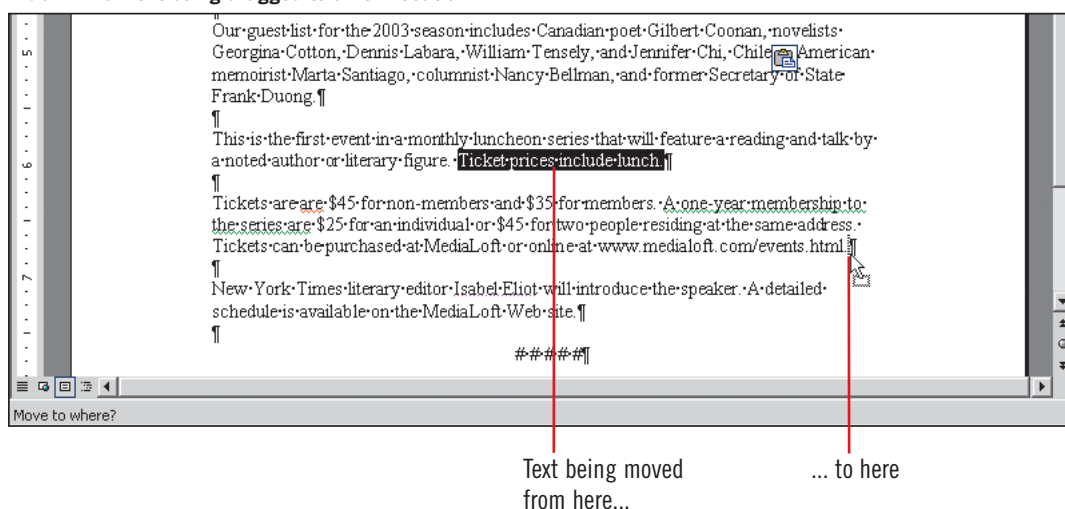


FIGURE B-6: Text being dragged to a new location




## Using keyboard shortcuts

Instead of using the Cut, Copy, and Paste commands to edit text in Word, you can use the keyboard shortcuts [Ctrl][X] to cut text, [Ctrl][C] to copy text, and [Ctrl][V] to paste text. A **shortcut key** is a function key, such as [F1], or a combination of keys, such as [Ctrl][S], that you press to perform a command. For example, pressing [Ctrl][S] saves changes to a document just as clicking the Save button or using the

Save command on the File menu saves a document. Becoming skilled at using keyboard shortcuts can help you to quickly accomplish many of the tasks you perform frequently in Word. If a keyboard shortcut is available for a menu command, then it is listed next to the command on the menu. To find a more extensive list of shortcut keys, search the Help system using the keyword "shortcuts."

# Copying and Pasting Text

Copying and pasting text is similar to cutting and pasting text, except that the text you copy is not removed from the document. Rather, a copy of the text is placed on the Clipboard, leaving the original text in place. You can copy text to the Clipboard by using the Copy command on the Edit menu or the Copy button, or you can copy text by pressing [Ctrl] as you drag the selected text from one location to another.  Alice continues to edit the press release by copying text from one location to another.

## Steps 1234

### Trouble?

If the Clipboard task pane opens, close it.

### QuickTip


If you don't like the result of a paste option, try another option or click the Undo button and then paste the text again.

1. In the headline, select **Literary Luncheon**, then click the **Copy button**  on the Standard toolbar


A copy of the text is placed on the Clipboard, leaving the text you copied in place.

2. Place the insertion point before **season** in the third body paragraph, then click the **Paste button**  on the Standard toolbar

"Literary Luncheon" is inserted before "season," as shown in Figure B-7. Notice that the pasted text is formatted differently than the paragraph in which it was inserted.

3. Click the **Paste Options button** , then click **Match Destination Formatting**

The Paste Options button allows you to change the formatting of pasted text. The formatting of "Literary Luncheon" is changed to match the rest of the paragraph. The options available on the Paste Options menu depend on the format of the text you are pasting and the format of the surrounding text. Table B-3 summarizes the commands used for pasting text.

4. Scroll down if necessary so that the last two paragraphs are visible on your screen
5. In the fifth paragraph, select **www.medialoft.com**, press and hold [Ctrl], then press the mouse button until the pointer changes to 

6. Drag the pointer's vertical line to the end of the last paragraph, placing it between **site** and the period, release the mouse button, then release [Ctrl]



The text is copied to the last paragraph. Since the formatting of the text you copied is the same as the formatting of the paragraph in which you inserted it, you can ignore the Paste Options button. Text is not copied to the Clipboard when you copy it using the dragging method.



7. Place the insertion point between **site** and **www.medialoft.com** in the last paragraph, type **at** followed by a space, then click the **Save button**  on the Standard toolbar

Compare your document with Figure B-8.



## Using the Undo, Redo, and Repeat commands

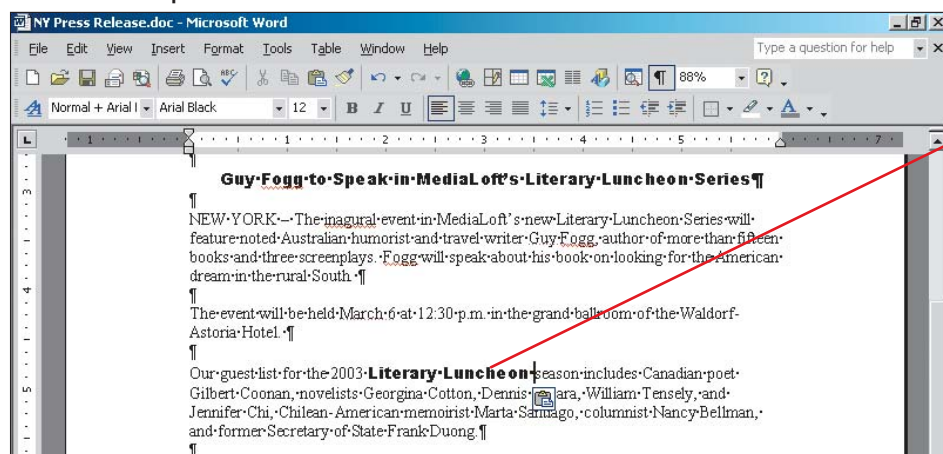
Word remembers the editing and formatting changes you make so that you can easily reverse or repeat them. You can reverse the last action you took by clicking the Undo button  on the Standard toolbar, or you can undo a series of actions by clicking the Undo list arrow  and selecting the action you want to reverse. When you undo an action using the Undo list arrow, you also undo all the actions above it in the list; that is, all actions that were performed after the action you selected. Similarly, you can keep the changes you just

reversed by using the Redo button  and the Redo list arrow .

If you want to repeat a change you just made, use the Repeat command on the Edit menu. The name of the Repeat command changes depending on the last action you took. For example, if you just typed "thank you," the name of the command will be Repeat Typing. Clicking the Repeat Typing command will insert "thank you" at the location of the insertion point. You also can repeat the last action you took by pressing [F4].

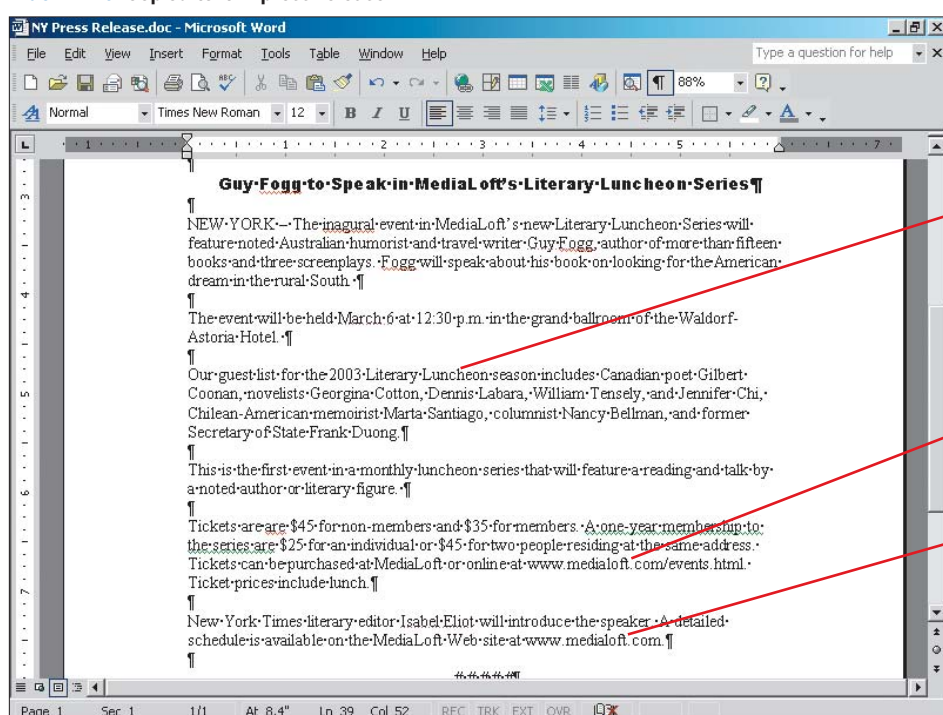


FIGURE B-7: Text pasted in document



Pasted text is formatted like the headline from which it was copied

FIGURE B-8: Copied text in press release




Formatting of pasted text matches surrounding text

Text was copied from here...

... to here

TABLE B-3: Commands used for pasting text

command	use to
Paste command on the Edit menu, Paste button  on the Standard toolbar, or [Ctrl][V]	Insert the last item you cut or copied at the location of the insertion point; use the Paste Options button to change the format of the pasted text
Paste Special command on the Edit menu	Insert an item copied or cut from another Office program into a Word document; allows you to embed the object so that you can edit it in its original program; also allows you to create a link to the source file so that changes to the source file are reflected in the Word document
Paste as Hyperlink command on the Edit menu	Paste text so that it is formatted as a hyperlink that jumps to the location from where text was copied; can be used only in conjunction with the Copy command



# Using the Office Clipboard

The Office Clipboard allows you to collect text and graphics from files created in any Office Program and insert them into your Word documents. It holds up to 24 items and, unlike the system Clipboard, the items on the Office Clipboard can be viewed. By default, the Office Clipboard opens automatically when you cut or copy two items consecutively. You can also use the Office Clipboard command on the Edit menu to manually display the Office Clipboard if you prefer to work with it open. You add items to the Office Clipboard using the Cut and Copy commands. The last item you collect is always added to both the system Clipboard and the Office Clipboard.



Alice uses the Office Clipboard to move several sentences in her press release.

## Steps 1 2 3 4

### Trouble?

If the Office Clipboard does not open, click Office Clipboard on the Edit menu, click the Undo button on the Standard toolbar two times, click Clear All on the Clipboard task pane, then repeat steps 1 and 2. To restore the default, click Options on the Clipboard task pane, click Show Office Clipboard Automatically to select it, then click outside the menu.

### QuickTip

To delete an individual item from the Office Clipboard, click the list arrow next to the item, then click Delete.

### QuickTip

Many Word users prefer to work with formatting marks turned on at all times. Experiment for yourself and see which method you prefer.








1. In the last paragraph, select the sentence **New York Times literary editor...** (including the space after the period), then click the **Cut button**  on the Standard toolbar  
The sentence is cut to the Clipboard.
2. Select the sentence **A detailed schedule is...** (including the ¶ mark), then click   
The Office Clipboard opens in the Clipboard task pane, as shown in Figure B-9. It displays the items you cut from the press release. The  icon next to each item indicates the items are from a Word document.
3. Place the insertion point at the end of the second paragraph (before the ¶ mark after Hotel.), then click the **New York Times literary editor...** item on the Office Clipboard  
Clicking an item on the Office Clipboard pastes the item in the document at the location of the insertion point. Notice that the item remains on the Office Clipboard even after you pasted it. Items remain on the Office Clipboard until you delete them or close all open Office programs. Also, if you add a 25<sup>th</sup> item to the Office Clipboard, the first item is deleted.
4. Place the insertion point at the end of the third paragraph (after Duong.), then click the **A detailed schedule is...** item on the Office Clipboard  
The sentence is pasted in the document.
5. Select the fourth paragraph, which contains the sentence **This is the first event...** (including the ¶ mark), then click   
The sentence is cut to the Office Clipboard. Notice that the last item collected displays at the top of the Clipboard task pane. The last item collected is also stored on the system Clipboard.
6. Place the insertion point at the beginning of the third paragraph (before Our...), click the **Paste button** , then press **[Backspace]**  
The “This is the first ...” sentence is pasted at the beginning of the “Our guest list ...” paragraph. You can paste the last item collected using either the Paste command or the Office Clipboard.
7. Place the insertion point at the end of the third paragraph (before the ¶ mark), then press **[Delete]** twice  
The ¶ symbols and the blank line between the third and fourth paragraphs are deleted.
8. Click the **Show/Hide ¶ button**  on the Standard toolbar  
Compare your press release with Figure B-10.
9. Click the **Clear All button** on the Office Clipboard to remove the items from it, close the Clipboard task pane, press **[Ctrl][Home]**, then click the **Save button**   
Pressing **[Ctrl][Home]** moves the insertion point to the top of the document.

FIGURE B-9: Office Clipboard in Clipboard task pane

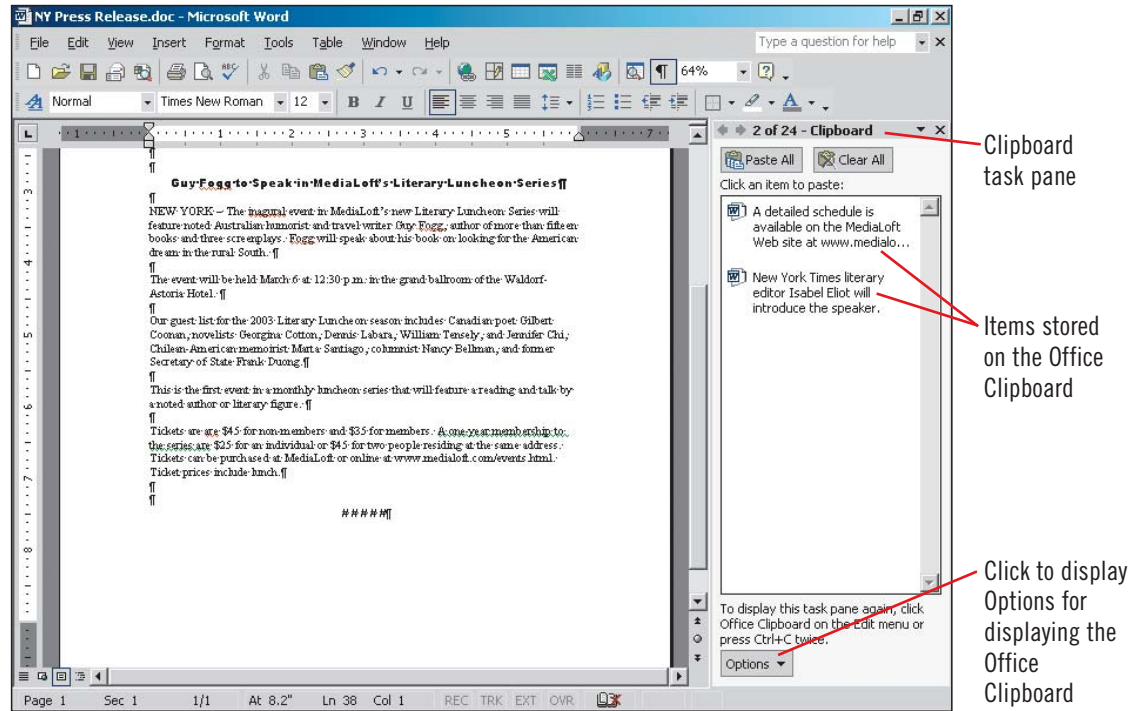
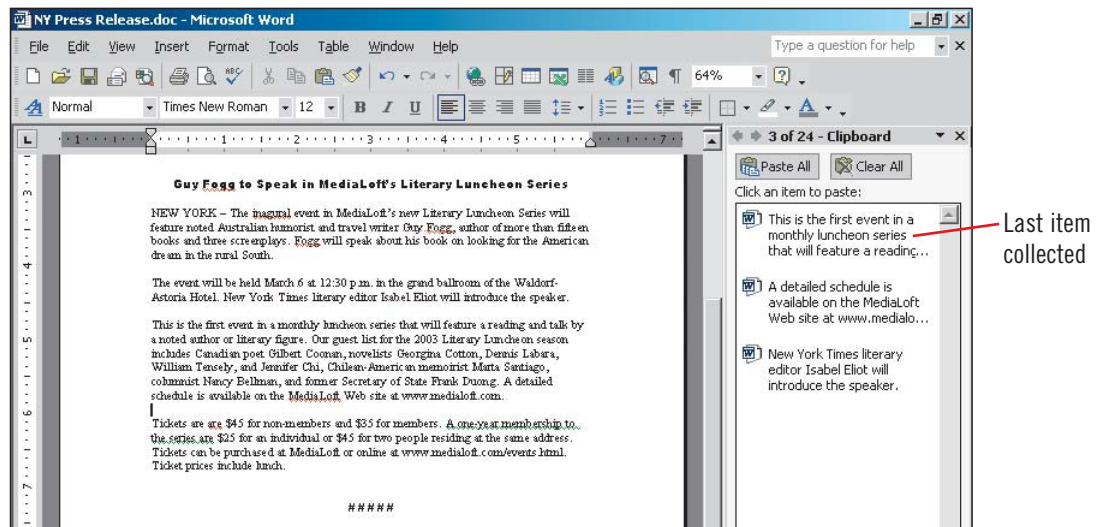


FIGURE B-10: Revised press release



## Copying and moving items between documents

The system and Office Clipboards also can be used to copy and move items between Word documents. To copy or cut text from one Word document and paste it into another, first open both documents in the program window. When a document is open in the program window, a Word program button labeled with its file-name appears on the taskbar. With multiple documents open, you can copy and move text between documents by copying or cutting the item(s) from one document


and then switching to another document and pasting the item(s). To switch between open documents, click the button on the taskbar for the document you want to appear in the document window. The Office Clipboard stores all the items collected from all files, regardless of which document is displayed in the document window. The system Clipboard stores the last item collected from any file.



Word 2002

# Using the Spelling and Grammar Checker and the Thesaurus

When you finish typing and revising a document, you can use the Spelling and Grammar command to search the document for misspelled words and grammatical errors. The Spelling and Grammar checker flags possible mistakes, suggests correct spellings, and offers remedies for grammatical errors such as subject-verb agreement, repeated words, and punctuation. Word also includes a Thesaurus, which you can use to look up synonyms for awkward or repetitive words.

 Alice uses the Spelling and Grammar checker to search her press release for errors. Before beginning the search, she sets the Spelling and Grammar checker to ignore words, such as Fogg, she knows are spelled correctly. She also uses the Thesaurus to find a synonym for “noted.”

## Steps 1234

### Trouble?

If Word flags your name or “MediaLoft” as misspelled, right-click those words, then click Ignore All.

### QuickTip

To change the language used by Word’s proofing tools, click Tools on the menu bar, point to Language, then click Set Language.

### Trouble?

You might need to correct other spelling and grammatical errors.

### QuickTip

If Word does not offer a valid correction, correct the error yourself.

### QuickTip

You also can right-click a word and point to Synonyms on the shortcut menu to see a list of synonyms for a word.

#### 1. Right-click **Fogg** in the headline

A shortcut menu that includes suggestions for correcting the spelling of “Fogg” opens. You can correct individual spelling and grammar errors by right-clicking text that is underlined with a red or green wavy line and selecting a correction. Although “Fogg” is not in Word’s dictionary, it is spelled correctly in the document.

#### 2. Click **Ignore All**

Clicking Ignore All tells Word not to flag “Fogg” as misspelled.

#### 3. Press **[Ctrl][Home]**, then click the **Spelling and Grammar** button on the Standard toolbar

The Spelling and Grammar: English (U.S.) dialog box opens, as shown in Figure B-11. The dialog box identifies “inagural” as misspelled and suggests possible corrections for the error. The word selected in the Suggestions box is the correct spelling.

#### 4. Click **Change**

Word replaces the misspelled word with the correctly spelled word. Next, the dialog box indicates “are” is repeated in a sentence.

#### 5. Click **Delete**

Word deletes the second occurrence of the repeated word. Next, the dialog box flags a subject-verb agreement error and suggests using “is” instead of “are,” as shown in Figure B-12. The phrase selected in the Suggestions box is correct.

#### 6. Click **Change**

The word “is” replaces the word “are” in the sentence and the Spelling and Grammar dialog box closes. Keep in mind that the spelling and grammar feature identifies many common errors, but you cannot rely on it to find and correct all spelling and grammatical errors in your documents. Always proofread your documents carefully.

#### 7. Click **OK** to complete the spelling and grammar check, then scroll up until the headline is displayed at the top of your screen

#### 8. In the first sentence of the third paragraph, select **noted**, click **Tools** on the menu bar, point to **Language**, then click **Thesaurus**

The Thesaurus: English (U.S.) dialog box opens, as shown in Figure B-13. Possible synonyms for “noted” appear in the dialog box.

#### 9. Click **distinguished** in the Replace with Synonym list box, then click **Replace**

The dialog box closes and “distinguished” replaces “noted” in the press release.

#### 10. Press **[Ctrl][Home]**, then click the **Save** button on the Standard toolbar



FIGURE B-11: Spelling and Grammar: English (U.S.) dialog box

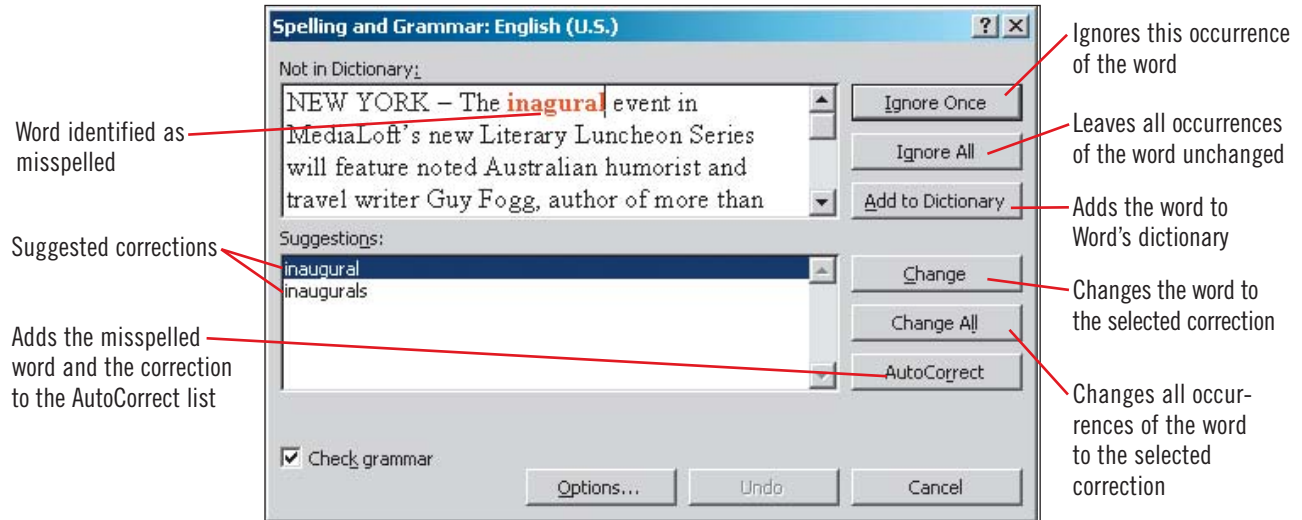


FIGURE B-12: Grammar error identified in Spelling and Grammar dialog box

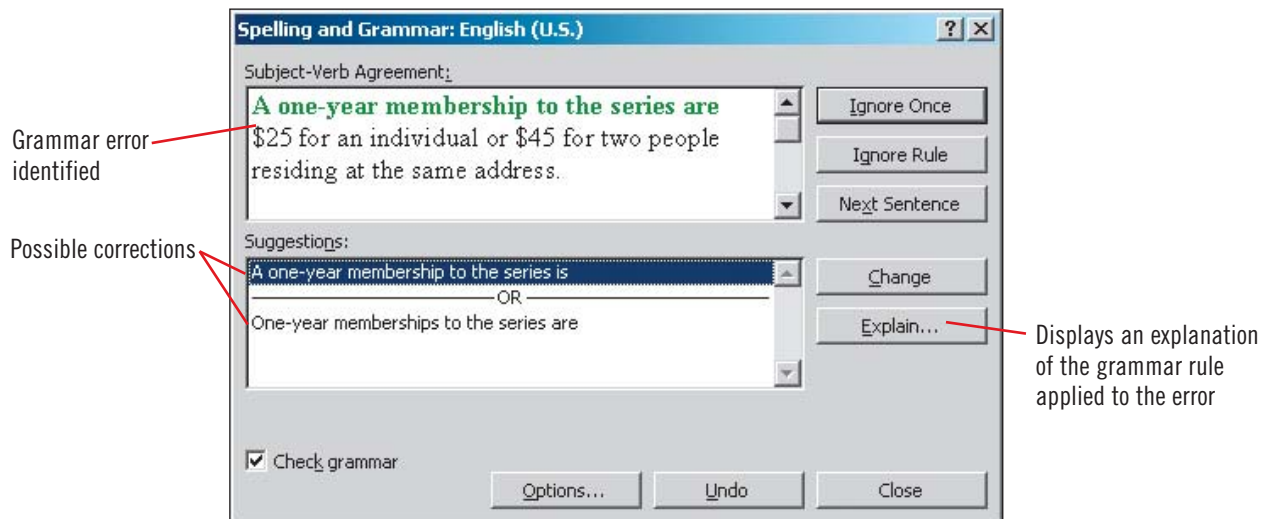
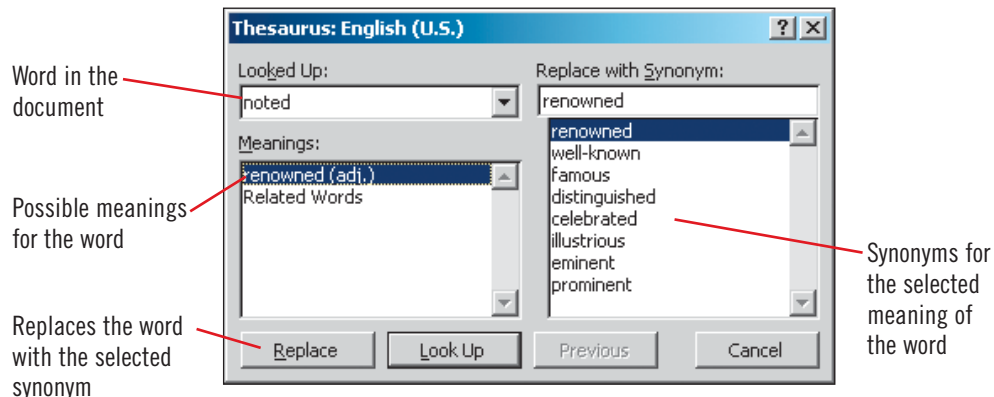



FIGURE B-13: Thesaurus: English (U.S.) dialog box







# Finding and Replacing Text

Word's Find and Replace feature allows you to automatically search for and replace all instances of a word or phrase in a document. For example, you might need to substitute "bookstore" for "store," and it would be very time-consuming to manually locate and replace each instance of "store" in a long document. Using the Replace command you can automatically find and replace all occurrences of specific text at once, or you can choose to find and review each occurrence individually. You also can use the Find command to locate and highlight every occurrence of a specific word or phrase in a document.  MediaLoft has decided to change the name of the New York series from "Literary Luncheon Series" to "Literary Limelight Series." Alice uses the Replace command to search the document for all instances of "Luncheon" and replace them with "Limelight."

## Steps

1. Click **Edit** on the menu bar, click **Replace**, then click **More** in the Find and Replace dialog box

The Find and Replace dialog box opens, as shown in Figure B-14.

2. Click the **Find what text box**, then type **Luncheon**

"Luncheon" is the text that will be replaced.

3. Press **[Tab]**, then type **Limelight** in the Replace with text box

"Limelight" is the text that will replace "Luncheon."

4. Click the **Match case check box** in the Search Options section to select it

Selecting the Match case check box tells Word to find only exact matches for the uppercase and lowercase characters you entered in the Find what text box. You want to replace all instances of "Luncheon" in the proper name "Literary Luncheon Series." You do not want to replace "luncheon" when it refers to a lunchtime event.

### QuickTip

Click Find Next to find, review, and replace each occurrence individually.

5. Click **Replace All**

Clicking Replace All changes all occurrences of "Luncheon" to "Limelight" in the press release. A message box reports three replacements were made.

6. Click **OK** to close the message box, then click **Close** to close the Find and Replace dialog box

Word replaced "Luncheon" with "Limelight" in three locations, but did not replace "luncheon."

7. Click **Edit** on the menu bar, then click **Find**

The Find and Replace dialog box opens with the Find tab displayed. The Find command allows you to quickly locate all instances of text in a document. You can use it to verify that Word did not replace "luncheon."

8. Type **luncheon** in the Find what text box, click the **Highlight all items found in check box** to select it, click **Find All**, then click **Close**

The Find and Replace dialog box closes and "luncheon" is selected in the document.

9. Deselect the text, click the **Save button**  on the Standard toolbar, then click the **Print button**  on the Standard toolbar

A copy of the finished press release prints. Compare your document to Figure B-15.

10. Click **File** on the menu bar, then click **Close**

FIGURE B-14: Replace tab in the Find and Replace dialog box

Replace only exact matches of uppercase and lowercase characters

Find only complete words

Use wildcards (\*) in a search string

Find words that sound like the Find what text

Find and replace all forms of a word

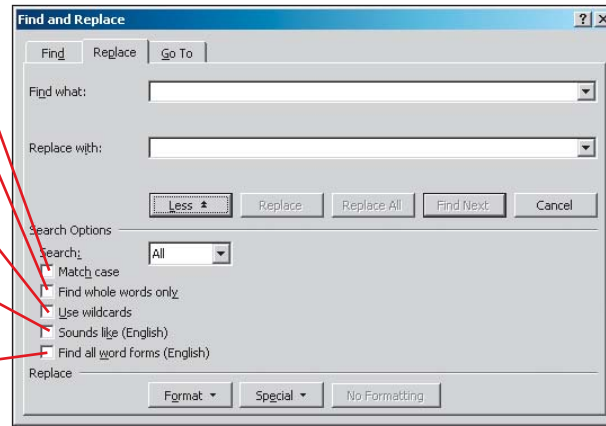


FIGURE B-15: Completed press release

**MediaLoft Press Release**  
San Francisco • New York • Boston • Chicago • San Diego • Seattle • Kansas City • Houston

For Immediate Release  
January 13, 2003

Contact:  
Alice Wegman  
(415) 555-8293

**Guy Fogg to Speak in MediaLoft's Literary Limelight Series**

NEW YORK – The inaugural event in MediaLoft's new Literary Limelight Series will feature noted Australian humorist and travel writer Guy Fogg, author of more than fifteen books and three screenplays. Fogg will speak about his book on looking for the American dream in the rural South.

The event will be held March 6 at 12:30 p.m. in the grand ballroom of the Waldorf-Astoria Hotel. New York Times literary editor Isabel Eliot will introduce the speaker.

This is the first event in a monthly luncheon series that will feature a reading and talk by a distinguished author or literary figure. Our guest list for the 2003 Literary Limelight season includes Canadian poet Gilbert Coonan, novelists Georgina Cotton, Dennis Labara, William Tensely, and Jennifer Chi, Chilean-American memoirist Marta Santiago, columnist Nancy Bellman, and former Secretary of State Frank Duong. A detailed schedule is available on the MediaLoft Web site at [www.medialoft.com](http://www.medialoft.com).

Tickets are \$45 for non-members and \$35 for members. A one-year membership to the series is \$25 for an individual or \$45 for two people residing at the same address. Tickets can be purchased at MediaLoft or online at [www.medialoft.com/events.html](http://www.medialoft.com/events.html). Ticket prices include lunch.

#####




## Inserting text with AutoCorrect

As you type, AutoCorrect automatically corrects many commonly misspelled words. By creating your own AutoCorrect entries, you also can set Word to quickly insert text that you type often, such as your name or contact information, or to correct words you frequently misspell. For example, you could create an AutoCorrect entry so that "Alice Wegman" is automatically inserted whenever you type "aw" followed by a space. To create an AutoCorrect entry, click AutoCorrect Options on the Tools menu. On the AutoCorrect tab in the AutoCorrect dialog box, type


the text you want to be automatically corrected in the Replace text box (such as "aw"), type the text you want to be automatically inserted in its place in the With text box (such as "Alice Wegman"), then click Add. The AutoCorrect entry is added to the list. Note that Word inserts an AutoCorrect entry in a document only when you press [Spacebar] after typing the text you want Word to correct. For example, Word will insert "Alice Wegman" when you type "aw" followed by a space, but not when you type "awful."



# Using Wizards and Templates

Word includes many templates that you can use to quickly create memos, faxes, letters, reports, brochures, and other professionally designed documents. A **template** is a formatted document that contains placeholder text. To create a document that is based on a template, you replace the placeholder text with your own text and then save the document with a new filename. A **wizard** is an interactive set of dialog boxes that guides you through the process of creating a document. A wizard prompts you to provide information and select formatting options, and then it creates the document for you based on your specifications. You can create a document with a wizard or template using the New command on the File menu.  Alice will fax the press release to her list of press contacts, beginning with the *New York Times*. She uses a template to create a fax coversheet for the press release.

## Steps 1234

1. Click **File** on the menu bar, then click **New**  
The New Document task pane opens.
2. Click the **General Templates hyperlink** in the New Document task pane  
The Templates dialog box opens. The tabs in the dialog box contain icons for the Word templates and wizards.
3. Click the **Letters & Faxes tab**, then click the **Professional Fax** icon  
A preview of the Professional Fax template appears in the Templates dialog box, as shown in Figure B-16.
4. Click **OK**  
The Professional Fax template opens as a new document in the document window. It contains placeholder text, which you can replace with your own information.
5. Drag to select **Company Name Here**, then type **MediaLoft**
6. Click the **Click here and type return address and phone and fax numbers placeholder**  
Clicking the placeholder selects it. When a placeholder says Click here... you do not need to drag to select it.
7. Type **MediaLoft San Francisco**, press **[Enter]**, then type **Tel: (415) 555-8293**  
The text you type replaces the placeholder text.
8. Replace the remaining placeholder text with the text shown in Figure B-17  
Word automatically inserted the current date in the document. You do not need to replace the current date with the date shown in the figure.
9. Click **File** on the menu bar, click **Save As**, use the Save in list arrow to navigate to the drive or folder where your Project Files are located, type **NYT Fax** in the File name text box, then click **Save**  
The document is saved with the filename NYT Fax.
10. Click the **Print button**  on the Standard toolbar, click **File** on the menu bar, then click **Exit**  
A copy of the fax coversheet prints and the document and Word close.

### QuickTip

Double-clicking an icon in the Templates dialog box also opens a new document based on the template.

### QuickTip

Delete any placeholder text you do not want to replace.

FIGURE B-16: Letters &amp; Faxes tab in Templates dialog box

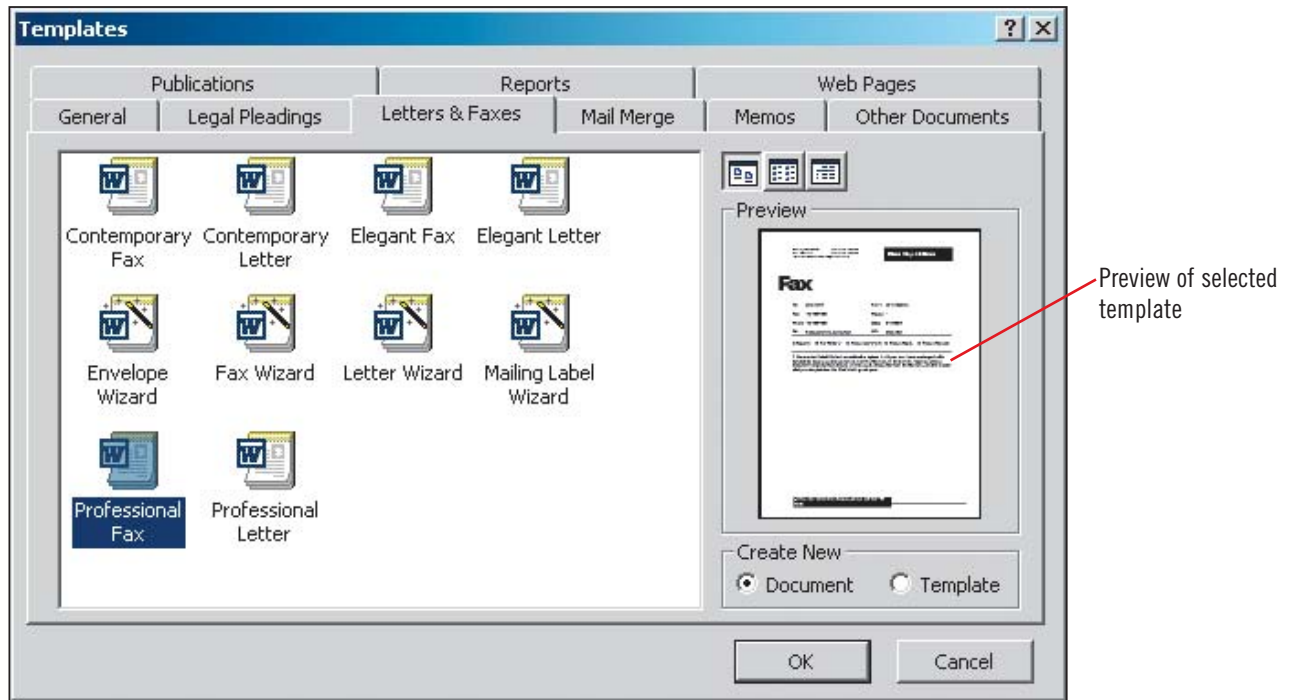


FIGURE B-17: Completed fax coversheet document

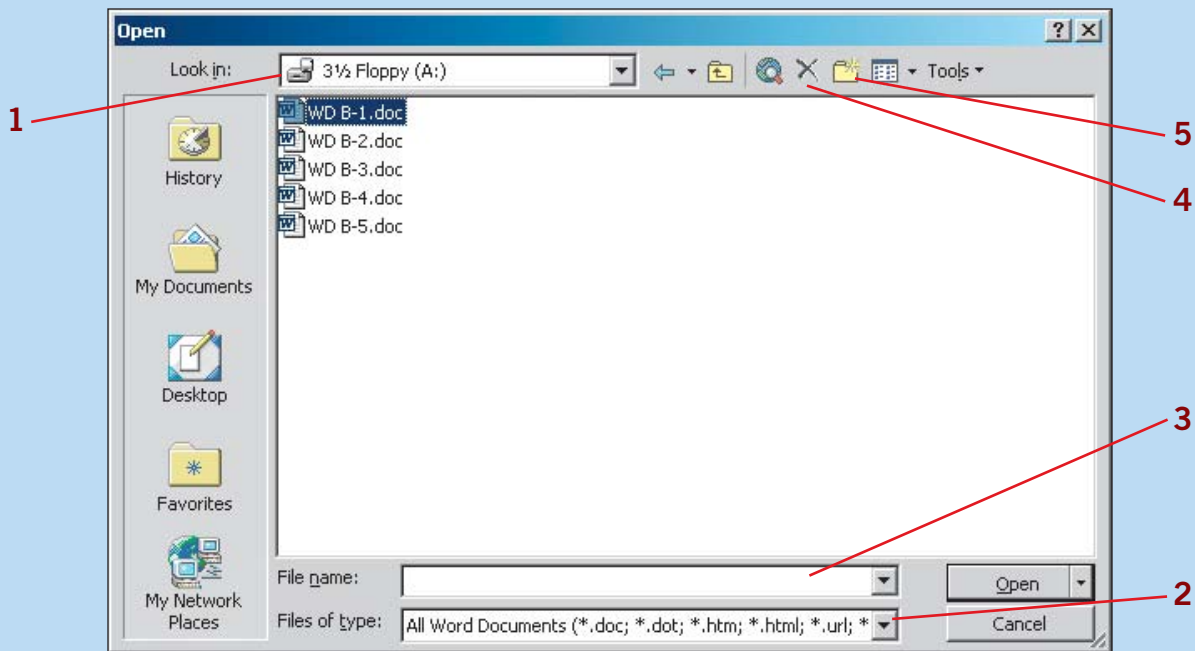
MediaLoft San Francisco Tel: (415) 555-8293		<b>MediaLoft</b>	
Fax			
<b>To:</b>	Arts Editor, New York Times	<b>From:</b>	Your Name
<b>Fax:</b>	(212) 555-3948	<b>Pages:</b>	2, including cover sheet
<b>Phone:</b>	(212) 555-3000	<b>Date:</b>	1/13/2003
<b>Re:</b>	Literary Limelight Series	<b>CC:</b>	Isabel Eliot, Literary Editor
<input type="checkbox"/> <b>Urgent</b> <input type="checkbox"/> <b>For Review</b> <input type="checkbox"/> <b>Please Comment</b> <input type="checkbox"/> <b>Please Reply</b> <input type="checkbox"/> <b>Please Recycle</b>			
<b>• Comments:</b> Please see the attached press release regarding the launch of MediaLoft's Literary Limelight Series. This March 6 event will be hosted by Isabel Eliot, New York Times literary editor, at the Waldorf-Astoria Hotel. Please include notice of the event in your Arts Calendar.			

# Practice

## ► Concepts Review

Label the elements of the Open dialog box shown in Figure B-18.

FIGURE B-18



Match each term with the statement that best describes it.

- |                      |  |
|----------------------|--|
| 6. System Clipboard  | a. Feature used to suggest synonyms for words                                    |
| 7. Show/Hide         | b. Command used to insert text stored on the Clipboard into a document           |
| 8. Select            | c. Command used to reverse the last action you took in a document                |
| 9. Thesaurus         | d. Temporary storage area for only the last item cut or copied from a document   |
| 10. Undo             | e. Document that contains placeholder text                                       |
| 11. Template         | f. Temporary storage area for up to 24 items collected from any Office file      |
| 12. Office Clipboard | g. Command used to locate and replace occurrences of specific text in a document |
| 13. Paste            | h. Action that must be taken before text can be cut, copied, or deleted          |
| 14. Replace          | i. Command used to display formatting marks in a document                        |

Select the best answer from the list of choices.

15. Which of the following is *not* used to open an existing document?
- Documents or More documents hyperlink in the New Document task pane
  - Open command on the Edit menu
  - Blank document hyperlink in the New Document task pane
  - Open button on the Standard toolbar



16. To locate and change all instances of a word in a document, which command do you use?
- Replace
  - Find
  - Search
  - Paste
17. Which of the following statements is *not* true?
- The last item cut or copied from a document is stored on the system Clipboard.
  - The Office Clipboard can hold more than one item.
  - You can view the contents of the Office Clipboard.
  - When you move text by dragging it, a copy of the text you move is stored on the system Clipboard.
18. Which Word feature corrects errors as you type?
- AutoCorrect
  - Thesaurus
  - Spelling and Grammar
  - Undo and Redo
19. Which command do you use to paste an item created in a different Office program into a Word document so that changes to the source file are reflected in the Word document?
- Paste
  - Paste Special
  - Paste as Hyperlink
  - Office Clipboard
20. What does the symbol ¶ represent when it is displayed in the document window?
- Text that is pasted
  - A space
  - The end of a paragraph
  - A tab stop

## ► Skills Review

### 1. Open a document.

- Start Word, click the Open button, then open the file WD B-2 from the drive and folder where your Project Files are located.
- Save the document with the filename **CAOS Press Release**.

### 2. Select text.

- Select **Today's Date** and replace it with the current date.
- Select **Your Name** and **Your Phone Number** and replace them with the relevant information.
- Scroll down, then select and replace text in the body of the press release using the following table as a guide:

in paragraph	select	replace with
1	16 and 17	13 and 14
1	fifth	eighth
4	open his renovated Pearl St studio for the first time this year	offer a sneak-preview of his Peace sculpture commissioned by the city of Prague

- In the fourth paragraph, delete the sentence **Exhibiting with him will be sculptor Francis Pilo**.
- Save your changes to the press release.

**3. Cut and paste text.**

- a. Display paragraph and other formatting marks in your document if they are not already displayed.
- b. Use the Cut and Paste buttons to switch the order of the two sentences in the fourth paragraph (which begins New group shows...).
- c. Use the drag method to switch the order of the second and third paragraphs.
- d. Adjust the spacing if necessary so that there is one blank line between paragraphs, then save your changes.

**4. Copy and paste text.**

- a. Use the Copy and Paste buttons to copy **CAOS 2000** from the headline and paste it before the word **map** in the third paragraph.
- b. Change the formatting of the pasted text to match the formatting of the third paragraph, then insert a space between **2000** and **map** if necessary.
- c. Use the drag method to copy **CAOS** from the third paragraph and paste it before the word **group** in the second sentence of the fourth paragraph, then save your changes.

**5. Use the Office Clipboard.**

- a. Use the Office Clipboard command on the Edit menu to open the Office Clipboard in the task pane.
- b. Scroll so that the first body paragraph is displayed at the top of the document window.
- c. Select the **fifth paragraph** (which begins Studio location maps...) and cut it to the Office Clipboard.
- d. Select the **third paragraph** (which begins Cambridgeport is easily accessible...) and cut it to the Office Clipboard.
- e. Use the Office Clipboard to paste the Studio location maps... item as the new fourth paragraph.
- f. Use the Office Clipboard to paste the Cambridgeport is easily accessible... item as the new fifth paragraph.
- g. Use any method to switch the order of the two sentences in the fourth paragraph (which begins Studio location maps...).
- h. Adjust the spacing if necessary so that there is one blank line between each of the six body paragraphs.
- i. Turn off the display of formatting marks, clear and close the Office Clipboard, then save your changes.

**6. Use the Spelling and Grammar checker and the Thesaurus.**

- a. Set Word to ignore the spelling of Cambridgeport, if necessary. (*Hint:* Right-click Cambridgeport.)
- b. Move the insertion point to the top of the document, then use the Spelling and Grammar command to search for and correct any spelling and grammatical errors in the press release.
- c. Use the Thesaurus to replace **thriving** in the second paragraph with a different suitable word.
- d. Save your changes to the press release.

**7. Find and replace text.**

- a. Using the Replace command, replace all instances of **2000** with **2003**.
- b. Replace all instances of the abbreviation **St** with **Street**, taking care to replace whole words only when you perform the replace. (*Hint:* Click More to expand the Find and Replace dialog box.)
- c. Use the Find command to find all instances of **st** in the document, and make sure no errors occurred when you replaced St with Street.
- d. Proofread your press release, correct any errors, save your changes, print a copy, then close the document.

**8. Use wizards and templates.**

- Use the New command to open the New Documents task pane.
- Use the General Templates hyperlink to open the Templates dialog box.
- Create a new document using the Elegant Fax template.
- Replace the placeholder text in the document using Figure B-19 as a guide. Delete any placeholders that do not apply to your fax. The date in your fax will be the current date.
- Scroll to the bottom of the document and replace the placeholder text with your return address.
- Save the document as **CAOS Fax**, print a copy, close the document, then exit Word.

**FIGURE B-19**

CAOS 2003	
<b>FACSIMILE TRANSMITTAL SHEET</b>	
TO: Pat Zabko, Listings Editor	FROM: Your Name
COMPANY: Boston Phoenix	DATE: 9/12/2003
FAX NUMBER: (617) 555-2980	TOTAL NO. OF PAGES INCLUDING COVER: 2
PHONE NUMBER:	SENDER'S REFERENCE NUMBER:
RE: Cambridgeport Artists Open Studios	YOUR REFERENCE NUMBER:
<input type="checkbox"/> URGENT <input type="checkbox"/> FOR REVIEW <input type="checkbox"/> PLEASE COMMENT <input type="checkbox"/> PLEASE REPLY <input type="checkbox"/> PLEASE RECYCLE	
NOTES/COMMENTS: A press release regarding the 2003 Cambridgeport Artists Open Studios is included with this fax. Please include this information in the Phoenix Listings.	

## ► Independent Challenge 1

Because of your success in revitalizing a historic theatre in Hobart, Tasmania, you were hired as the director of The Wellington Lyric Theatre in Wellington, New Zealand, to breathe life into its theatre revitalization efforts. After a year on the job, you are launching your first major fund-raising drive. You'll create a fund-raising letter for the Lyric Theatre by modifying a letter you wrote for the theatre in Hobart.

- Start Word, open the file WD B-3 from the drive and folder where your Project Files are located, then save it as **Lyric Theatre Letter**.
- Replace the theatre name and address, the date, the inside address, and the salutation with the text shown in Figure B-20.
- Use the Replace command to replace all instances of **Hobart** with **Wellington**.
- Use the Replace command to replace all instances of **Tasmanians** with **New Zealanders**.
- Use the Find command to locate the word **considerable**, then use the Thesaurus to replace the word with a synonym.
- Create an AutoCorrect entry that inserts **Wellington Lyric Theatre** whenever you type **wlt**.
- Select each XXXXX and the space that follows it, then type **wlt** followed by a space.
- Move the fourth body paragraph so that it becomes the second body paragraph.

**FIGURE B-20**

<p><b>The Wellington Lyric Theatre</b>            72-74 Hobson Street, Thorndon, Wellington, New Zealand</p> <p>September 12, 2003</p> <p>Mr. Colin Fuller            168 Cuba Street            Wellington</p> <p>Dear Mr. Fuller,</p>
---

- i. Replace Your Name with your name in the signature block.
- j. Use the Spelling and Grammar command to check for and correct spelling and grammar errors.
- k. Proofread the letter, correct any errors, save your changes, print a copy, close the document, then exit Word.

## ► Independent Challenge 2

An advertisement for job openings in Scotland caught your eye and you have decided to apply. The ad, shown in Figure B-21, was printed in last weekend's edition of your local newspaper. You'll use the Letter Wizard to create a cover letter to send with your resume.

- a. Read the ad shown in Figure B-21 and decide which position to apply for. Choose the position that most closely matches your qualifications.
- b. Start Word and open the Templates dialog box.
- c. Double-click Letter Wizard on the Letters & Faxes tab, then select Send one letter in the Office Assistant balloon or Letter Wizard dialog box.
- d. In the Letter Wizard—Step 1 of 4 dialog box, choose to include a date on your letter, select Elegant Letter for the page design, select Modified block for the letter style, include a header and footer with the page design, then click Next.
- e. In the Letter Wizard—Step 2 of 4 dialog box, enter the recipient's name (Ms. Hillary Price) and the delivery address, referring to the ad for the address information. Also enter the salutation **Dear Ms. Price** using the business style, then click Next.
- f. In the Letter Wizard—Step 3 of 4 dialog box, include a reference line in the letter, enter the appropriate position code (see Figure B-21) in the Reference line text box, then click Next.
- g. In the Letter Wizard—Step 4 of 4 dialog box, enter your name as the sender, enter your return address (including your country), and select an appropriate complimentary closing. Then, because you will be including your resume with the letter, include one enclosure. Click Finish when you are done.
- h. Click Cancel to close the Office Assistant, if necessary. Then save the letter with the filename **Global Dynamics Letter** to the drive and folder where your Project Files are located.
- i. Replace the placeholder text in the body of the letter with three paragraphs that address your qualifications for the job:
  - In the first paragraph, specify the job you are applying for, indicate where you saw the position advertised, and briefly state your qualifications and interest in the position.

FIGURE B-21

## GlobalDynamics

### Career Opportunities in Scotland

**Global Dynamics, an established software development firm with offices in North America, Asia, and Europe, is seeking candidates for the following positions in its new Edinburgh facility:**

#### Instructor

Responsible for delivering software training to our expanding European customer base. Duties include delivering hands-on training, keeping up-to-date with product development, and working with the Director of Training to ensure the high quality of course materials. Successful candidate will have excellent presentation skills and be proficient in Microsoft PowerPoint and Microsoft Word. **Position B12C6**

#### Administrative Assistant

Proficiency with Microsoft Word a must! Administrative office duties include making travel arrangements, scheduling meetings, taking notes and publishing meeting minutes, handling correspondence, and ordering office supplies. Must have superb multi-tasking abilities, excellent communication, organizational, and interpersonal skills, and be comfortable working with e-mail and the Internet. **Position B16F5**

#### Copywriter

The ideal candidate will have marketing or advertising writing experience in a high tech environment, including collateral, newsletters, and direct mail. Experience writing for the Web, broadcast, and multimedia is a plus. Fluency with Microsoft Word required. **Position C13D4**

**Positions offer salary, excellent benefits, moving expenses, and career growth opportunities.**

*Send resume and cover letter referencing position code to:*

**Hillary Price  
Director of Recruiting  
Global Dynamics  
24 Castle Terrace  
Edinburgh EH3 9SH  
United Kingdom**

- In the second paragraph, describe your work experience and skills. Be sure to relate your experience and qualifications to the position requirements listed in the ad.
  - In the third paragraph, politely request an interview for the position and provide your phone number and e-mail address.
- j. When you are finished typing the letter, check it for spelling and grammar errors and correct any mistakes.
- k. Save your changes to the letter, print a copy, close the document, then exit Word.

## ► Independent Challenge 3

As administrative director of continuing education, you drafted a memo to instructors asking them to help you finalize the course schedule for next semester. Today you'll examine the draft and make revisions before printing it.

- a. Start Word and open the file WD B-4 from the drive and folder where your Project Files are located.
- b. Open the Save As dialog box, navigate to the drive and folder where your Project Files are located, use the Create New Folder button to create a new folder called **Memos**, then save the document as **Computer Memo** in the Memos folder.
- c. Replace Your Name with your name in the From line.
- d. Use the Cut and Paste buttons to move the sentence **If you are planning to teach ...** from the first body paragraph to become the first sentence in the last paragraph of the memo.
- e. Use the [Delete] key to merge the first two paragraphs into one paragraph.
- f. Use the Office Clipboard to reorganize the list of twelve-week courses so that the courses are listed in alphabetical order. (*Hint: Use the Zoom list arrow to enlarge the document as needed.*)
- g. Use the dragging method to reorganize the list of one-day seminars so that the seminars are listed in alphabetical order.
- h. Use the Spelling and Grammar command to check for and correct spelling and grammar errors.
- i. Clear and close the Office Clipboard, save your changes, print a copy, close the document, then exit Word.



## Independent Challenge 4

Reference sources—dictionaries, thesauri, style and grammar guides, and guides to business etiquette and procedure—are essential for day-to-day use in the workplace. Much of this reference information is available on the World Wide Web. In this independent challenge, you will locate reference sources on the Web and use some of them to look up definitions, synonyms, and antonyms for words. Your goal is to familiarize yourself with online reference sources so you can use them later in your work.

- a. Start Word, open the file WD B-5 from the drive and folder where your Project Files are located, and save it as **Web References**. This document contains the questions you will answer about the Web reference sources you find. You will type your answers to the questions in the document.
- b. Replace the placeholder text at the top of the Web References document with your name and the date.
- c. Use your favorite search engine to search the Web for grammar and style guides, dictionaries, and thesauri. Use the keywords **grammar**, **usage**, **dictionary**, **glossary**, and **thesaurus** to conduct your search. If your search does not result in links to appropriate reference sources, try the following Web sites: [www.bartleby.com](http://www.bartleby.com), [www.dictionary.com](http://www.dictionary.com), or [www.thesaurus.com](http://www.thesaurus.com).
- d. Complete the Web References document, then proofread it and correct any mistakes.
- e. Save the document, print a copy, close the document, then exit Word.



## ► Visual Workshop

Using the Contemporary Letter template, create the letter shown in Figure B-22. Save the document as **Visa Letter**. Check the letter for spelling and grammar errors, then print a copy.

FIGURE B-22

35 Hardy Street  
Vancouver, BC V6C 3K4  
Tel: (604) 555-8989  
Fax: (604) 555-8981

.....

**Your Name**

March 10, 2003

Embassy of Australia  
Suite 710  
50 O'Connor Street  
Ottawa, Ontario K1P 6L2

Dear Sir or Madam:

I am applying for a long-stay (six-month) tourist visa to Australia, valid for four years. I am scheduled to depart for Sydney on June 1, 2003, returning to Vancouver on November 23, 2003.

While in Australia, I plan to conduct research for a book I am writing on coral reefs. I am interested in a multiple entry visa valid for four years so that I can return to Australia after this trip to follow-up on my initial research. I will be based in Cairns, but will be traveling frequently to other parts of Australia to meet with scientists, policy-makers, and environmentalists.

Enclosed please find my completed visa application form, my passport, a passport photo, a copy of my return air ticket, and the visa fee. Please let me know if I can provide further information.

Sincerely,

Your Name

Enclosures (5)

.....